Making Payments

Can I make ACH Debit payments?

Yes, you can make ACH Debit payments.

Where do I go to make an ACH Debit payment?

1. Click the Account number link of the account you want to make a payment for
2. There are numerous ways to navigate to the ACH Debit payment area
   a. Click on the "Pay Effective Balance" link

TAX	
FEIN	98-6453213
Experience Rated	205 5517
Balance	$6,971.11
Pending Request(s)	$0.00
Pay Effective Balance	$6,971.11

       i. Clicking this will allow you to pay the entire balance of the account at one time
   b. Click on the "Make a Payment" link under I WANT TO…

I WANT TO…   Profile   Accounts
View Employer Handbook
Set Up Email Reminder
Make a Payment

       i. Clicking this will allow you to pay the entire balance of the account at one time
   c. Click the "Pay" link on the "File & Pay" tab

FILE & PAY	RATE & BENEFIT INFO	REQUESTS[3]	ACTIVITY	MESSAGES[0]	LETTERS[0]	ACCOUNT SERVICES

ATTENTION NEEDED[5] ALL QUARTERS

QUARTERS REQUIRING ATTENTION   Filter

Quarter	Report Status	View Report		Tax	Penalty	Interest	Credits	Balance	Messages
Mar 31, 2014	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Dec 31, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Sep 30, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Jun 30, 2013	Late-Processed	View Report	Pay	172.40	25.00	18.06	0.00	215.46	Make a Payment
Mar 31, 2013	Late-Processed	View Report	Pay	6,120.00	25.00	826.11	0.00	6,971.11	Make a Payment

       i. Clicking one of these pay links will allow you to pay the balance of the quarter chosen
   d. After submitting a report, clicking the "Make a Payment" tab on the confirmation page

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      i.   Clicking this "Make a Payment" tab will allow you to pay the balance of the quarter that was just filed.

How do I make an ACH Debit payment?

After using one of the methods to navigate to the payment entry

1. Payment Date field
   a. Defaults to today's date
   b. Can be pre-dated up to 90 days
   c. Can change the date by using the calendar or typing in the date you'd like the payment deducted from the account
2. Payment Amount field
   a. Defaults to the account balance or quarter balance depending on how you navigated to the payment entry area
   b. Can be changed by clicking into the field and typing the payment amount you want deducted from the account
3. Bank Account Type
   a. Using the drop down box choose checking or savings
4. Routing Number
   a. Type the routing number for the bank you'd like the payment deducted from
5. Account Number
   a. Type the account number for the bank account you'd like the payment deducted from
6. Confirm Account Number
   a. Type the account number again for the bank account you'd like the payment deducted from
7. Foreign Bank box
   a. Click only if the bank you want money deducted from is not within the United States
   b. We cannot deduct payments from Foreign Banks at this time
8. Save as default payment source for Tax
   a. Click this link if you'd like to save the banking information that was just typed in as a default bank account
   b. This default account information will remain on this account until you remove it
9. Choose a Payment Source
   a. Click the radio button next to the account you'd like the payment to come out of if you have set one up previously. Numerous bank account numbers can be stored within your eServices account.
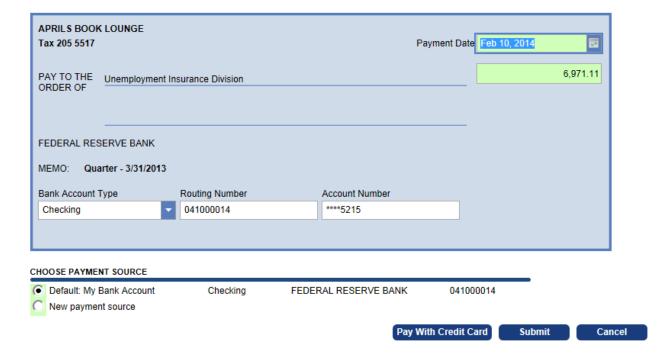10. Click "Submit"

Making Payments

Note: eSignature block contains the Payment Confirmation information, eSignature information, and ACH Debit Block information.

ACH DEBIT BLOCKS: *If you have an ACH debit block on your bank account, please provide your bank with DLI's company identification number 1081030240 and ask them to remove the block for this payment. Failure to notify your bank may result in the payment being rejected.*

11. Type your Secret Answer
12. Press "OK"
13. View and/or Print your confirmation

Should I submit a zero payment amount if I don't owe anything?

No, please don't enter anything if a payment is not owing on the account when the report is filed. If you accidentally click the "Make a Payment" tab after filing the report, click the "Cancel" tab.

Can I pre-date a payment?

Yes, you can pre-date a payment up to 90 days.

Can I enter my check payments?

No, you cannot enter check payments into the payment entry unless you are making ACH Debit payments. If you want to view a payment made via check, click the "Activity" tab after the check has been processed, and the payment can be viewed on eServices. Payments prior to February 25, 2014 cannot be viewed on eServices.

Making Payments

How do I add bank account information?

There are many areas available to enter and store banking information.

1. On the Account Level, under Names and Addresses, click the link next to "Payment Source"
    a. If the link shows "Setup", it means an account is not currently stored within eServices

    NAMES AND ADDRESSES

Legal Name	APRILS BOOK LOUNGE
Mailing Address	1315 LOCKEY AVE HELENA MT 59601
Payment Source	Setup

    b. If the link is unavailable and has the name of an account, then a bank account has been set up
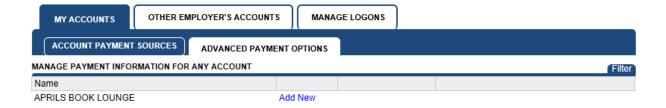
    NAMES AND ADDRESSES

Legal Name	APRILS BOOK LOUNGE
Mailing Address	1315 LOCKEY AVE HELENA MT 59601
Payment Source	My Bank Account

2. Add on any of the payment entry areas. Use the instructions for "Where do I go to make an ACH Debit payment" to add banking information.
3. Using the Profile to add banking information to your account and/or employer accounts linked to your TPA account
    a. Click the "Profile" tab next to I WANT TO…
    b. Under the "My Accounts" tab
        i. On the "Account Payment Sources" sub-tab
            1) If an account was already set to the default, it will show here
            2) If an account has not been set up, click "Setup" to setup a default account
        ii. On "Advanced Payment Options" sub-tab
            1) If an account was already set up here, it will show here
            2) To add a new account here, click the "Add New" link

MY ACCOUNTS	OTHER EMPLOYER'S ACCOUNTS	MANAGE LOGONS	
ACCOUNT PAYMENT SOURCES	ADVANCED PAYMENT OPTIONS		
MANAGE PAYMENT INFORMATION FOR ANY ACCOUNT			Filter
Name			
APRILS BOOK LOUNGE		Add New	

    c. Under "Other Employer's Accounts"

Making Payments

Note: *If you have other employers attached to your account, you can use the tabs under the "Other Employer's Accounts" tab to manage their banking information.*

 i. On the "Account Payment Sources" sub-tab
   1) If banking information already exists for an account, you can view it here
   2) If banking information does not already exist, click the "Setup" link next to the business name you want to add to
 ii. On the "Customer Payment Sources" sub-tab
   1) If banking information already exists for an account, you can view it here
   2) If banking information does not already exist, click the "Add New" link next to the business name you want to add to
 iii. On the "Shared Payment Sources" sub-tab

Note: *Banking information added on this tab are considered shared payment sources for all the accounts linked to your eServices account.*

   1) If banking information already exists for an account, you can view it here
   2) If banking information does not already exist, click the "Add" tab

MY ACCOUNTS	OTHER EMPLOYER'S ACCOUNTS	MANAGE LOGONS

ACCOUNT PAYMENT SOURCES	CUSTOMER PAYMENT SOURCES	SHARED PAYMENT SOURCES

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH ACCOUNT   [Filter]

Name	Account Type	Id	Source Name	Payment Source
MCLANE'S SECURITY SYSTEMS	UI Tax	205 5628	My Bank Account	BANK OF AMERICA N.A. - 1512

Can I make a Credit or Debit Card Payment?

Yes, you can.

Montana Department of Labor & Industry uses a third-party vendor for credit card payments. If you wish to make a credit card payment, you will be redirected to a third party site to complete the payment.

Note: A convenience fee will be charged for using your credit card. The minimum fee is $1.25. The convenience fee is paid to your credit card provider and the third-party vendor. It does not count towards your Unemployment Insurance tax liability.

How do I make a Credit or Debit Card Payment?

On any of the payment entry pages, the Credit card tab is available. See "Where do I go to make an ACH Debit payment?" information to locate the Debit/Credit card tab.
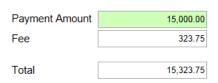
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1. On the payment entry page
   a. Click the" Pay With Credit Card" tab
      i. Type the Payment Amount you want to pay
         1) The Fee and Total field will estimate the approximate cost after the convenience fees are calculated into the Payment

CREDIT CARD FEE ESTIMATOR

Payment Amount	15,000.00
Fee	323.75
Total	15,323.75

Continue with Payment

Cancel

         2) At this time you can click the "Continue with Payment" link to continue the Credit/Debit card transaction or press the "Cancel" button to make a payment using another method
      ii. Click "Continue with Payment" link
         1) Type the Credit/Debit card information
         2) Click "Continue"
         3) Click "Make Payment"
      iii. View and/or print the confirmation